

SLAVONIC & EAST EUROPEAN REVIEW

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Guide for Contributors

The Slavonic and East European Review receives a large number of manuscripts for consideration. Before the Editorial Board can make a decision on whether to publish, all material is reviewed by two or more specialist referees — the anonymity of all parties being strictly maintained. We try to keep the reviewing and publishing process running as swiftly and smoothly as possible, but it helps us a great deal if manuscripts are clearly presented and submitted in our house style. When submitting material for publication, please read and adhere to the following advice as closely as possible.

Conditions

Material submitted to *SEER* must be original and not published, accepted for publication or under consideration for publication elsewhere. Permission to publish any and all copyright material must be already obtained by the author. The Editors' decisions are final.

Contributions are invited on all subjects related to the field of Slavonic and East European Studies. The length of articles should normally be between 8,000 and 12,000 words, although contributions which fall outside this range may also be considered; other contributions (documents, marginalia, review articles and essays) should aim at a corresponding and proportionate brevity. Typescripts — in particular final versions accepted for publication — must be in the final state intended and in good English. You will be sent a proof version for checking, but corrections at this stage are prohibitively expensive and we will allow only essential emendations.

Presentation of manuscripts

Manuscripts must be submitted as Microsoft Word documents, and emailed to the *SEER* Deputy Editor (seer@ucl.ac.uk), preferably typed in a clear font (e.g. Times New Roman 12 pt), double spaced with margins of 1–1.25 inches, left justified, using tabs to indent, and with endnotes rather than footnotes. Pages should be numbered consecutively, and all pre-set automated style formatting cleared. Please use italics to indicate titles or where emphasis is needed. If additional emphasis is required, then it is acceptable to use bold type.

If your manuscript is accepted for publication, you will be expected to provide a version in Word and also possibly a pdf, especially for material that contains complex diacritics, Greek, Hebrew or Arabic text. Contributors unused to writing in English are strongly urged to have their material checked by a native English-speaker before submitting it to *SEER*.

House Style

SEER adheres to a strict house style. Please follow it closely when submitting manuscripts. We take a great deal of care in preparing material for publication in *SEER*. All material undergoes a lengthy and thorough editing process, involving two proof stages and the attention of specialist academics and editors. If your article is accepted for publication, we will ask you to help us by correcting any errors of style when sending your final version. Our style is based on the *MHRA Style Guide Second Edition* (Modern Humanities Research

Association, 2008, www.style.mhra.org.uk), the *New Oxford Dictionary for Writers and Editors* (OUP, 2014) and *New Hart's Rules: The Oxford Style Guide* (OUP, 2014). These will provide guidance on areas not covered in these notes. Please follow the main points below:

References

References should be cited as endnotes. Please do *not* use the Harvard system of author and date, and do *not* append a bibliography: any 'further reading' to which you wish to draw readers' attention should be mentioned in the text or in the notes at the relevant point. Use the following styles for references, paying close attention to punctuation.

Books

Give: author/editor, *title*, edition number if relevant, no. of volumes if relevant, *place(s)* of publication (not publisher), year(s), volume number if relevant, page reference. For multi-volume works you *must* give the number of vols and their inclusive dates of publication, and cite the relevant volume (N.B. in Arabic numerals) and page reference. This is particularly important in the case of, for example, complete or collected works, of which there may be several editions in existence. For editions of other writers' work (e.g. primary sources), please give the original author unless this is part of the title. After the title, please also give the editor, translator and so on. For places of publication in the USA, give also the two-letter postal abbreviation of the state (unless published in the city of New York).

Benjamin Schmidt, *Inventing Exoticism: Geography, Globalism, and Europe's Early Modern World*, Philadelphia, PA, 2015.

Mark D. Steinberg, *Petersburg Fin de Siècle*, New Haven, CT and London, 2011, pp. 157–97.

Barbara Tornquist-Plewa (ed.), *Whose Memory? Which Future? Remembering Ethnic Cleansing and Lost Cultural Diversity in Eastern, Central and Southeastern Europe*, New York and Oxford, 2016.

Tsenzura v Sovetskom Soiuz, 1917–1991, ed. Arlen Blum, Moscow, 2006.

L. N. Tolstoy, *Polnoe sobranie sochineniiii*, ed. V. G. Chertkov et al., 90 vols., Moscow, 1929–64, 83, pp. 226, 228, 232.

Fyodor Dostoevsky, *The Brothers Karamazov*, trans. Richard Pevear and Larissa Volokhonsky, New York, 1992, pp. 49–50.

Articles/chapters in books

For a chapter in a monograph, give: author, 'chapter title', in author's surname, *book title*, place of publication, date, page span of chapter (specific page reference).

For a chapter in a multi-authored volume, give: author, 'chapter title', in editor(s), *book title*, place of publication, date, page span of chapter (specific page reference).

Mitja Velikonja, 'Lonely Lost Planet Yugoslavia – Ideological Ambiguity of the Ex-Yugoslavia Related Tourism', in Renate Hansen-Kokoruš (ed.), *Facing the Present: Transition in Post-Yugoslavia. The Artists' View*, Hamburg, 2014, pp. 137–53.

Alexei Evstratov and Michelle Lamarche Marrese, 'The Court and the Family: Cuckolded Husbands and Lonely Wives', in Andreas Schönle, Andrei Zorin and Alexei Evstratov (eds), *The Europeanized Elite in Russia, 1762–1825: Public Role and Subjective Self*, DeKalb, IL, 2016, pp. 66–111 (p. 70).

Karin Friedrich, 'Die Reformation in Polen-Litauen', in Michael G. Müller (ed.), *Polen in der europäischen Geschichte*, 4 vols, vol. 2: *Frühe Neuzeit. 16. bis 18. Jahrhundert*, ed. Hans-Jürgen Bömelburg, Stuttgart, 2011, pp. 123–43.

V. I. Askochenskii, 'Vedel' Artemii Luk'ianovich', in *Kiev s drevnieishim ego uchilishchem Akademiei*, 2 vols, Kiev, 1856, 2, pp. 373–79 (pp. 375–76).

Sheila Fitzpatrick, 'The Great Purges', in Fitzpatrick, *On Stalin's Team: The Years of Living Dangerously in Soviet Politics*, Princeton University Press, Princeton, NJ and London, 2015, pp. 114–42 (p. 128).

Articles in journals/periodicals

Give: author, 'article title', journal title, volume number, issue number (if relevant), year, page span (specific page reference). For periodicals give *periodical title* and date (give place of publication only where confusion may arise). Note that we use a comma after the article title and no 'in', as opposed to the style for articles in books, above.

Nicholas Breyfogle, 'The Fate of Fishing in Tsarist Russia: The Human-Fish Nexus in Lake Baikal', *Sibirica: Interdisciplinary Journal of Siberian Studies*, 12, Summer 2013, pp. 1–29.

William C. Mills, 'Sir Joseph Ball, Andrian Dingli, and Neville Chamberlain's "Secret Channel" to Italy, 1937–1940', *The International History Review*, 24, 2, 2002, pp. 278–317.

'Ceausescu at the Palace', *Daily Telegraph*, 13 June 1978, p. 16.

Note that only the London newspaper *The Times* has a definite article: otherwise *New York Times*, *Daily Telegraph*.

Theses otherwise unpublished

Follow this style:

Eugenia E. Joukova, 'The Songs and Song Cycles of Sergei Prokofiev (1930–1950)', unpublished PhD thesis, University of Illinois at Urbana-Champaign, 2007.

Archival sources

Give details of location and archive, followed by title in single quotation marks or details of document. Note use of abbreviations used in reference to Russian archives, and see also 'Repeated references' below for abbreviating archive names.

London, The National Archives, Foreign Office, FO 371, 43989, R20647, Minute by Pink, 25 December 1944.

Gosudarstvennyi Arkhiv Rossiiskoi Federatsii, f. 1318, op. 1, d. 1, l. 1.

Online sources

References to online publications should follow this sequence: author's name, title of item, title of complete work/resource, publication details (vol., issue, place, date), full address of the resource in angle brackets, date at which the resource was consulted (in square brackets):

Piotr Piotrowski, 'East European Art Peripheries Facing Post-Colonial Theory', *nonsite-org*, 12, 2014 <<https://nonsite.org/article/east-european-art-peripheries-facing-post-colonial-theory>> [accessed 21 January 2020].

V. G. Belinskii, 'Povesti A. Vel'tmana', in *Sobranie sochinenii*, 9 vols, Moscow, 1976–82, 2, <http://az.lib.ru/b/belinskij_w_g/text_3100.shtml> [accessed 11 April 2013] (para 1 of 10).

For complete texts, or chapters from complete texts published online with original pagination, the full reference should be given before the online source. For example:

Vadim Radaev, 'How Trust is Established in Economic Relationships When Institutions and Individuals Are Not Trustworthy', paper presented at the CEPR/WDI Annual International Conference on Transition Economies, Collegium, Budapest, 3–5 July 2003, pp. 1–30 <<http://www.cepr.org.uk/meets/wkcn/7/756/papers/radaev.pdf>> [accessed 15 April 2013].

Please ensure that automated hyperlinks are removed.

Repeated references

Please give full reference as above for the first mention. You may use abbreviations for standard reference works (*OED*, *PSZ*), and archives, give abbreviations in parenthesis, for example: (hereafter, *GARF*). You may use *ibid.* (note full stop, no italics) for a repeated reference which immediately follows a reference to the same work, but *do not use op. cit.* For clarity in repeated references, use *the author's surname* and *a shortened form of the title*.

Books: 1st reference: Dejan Jović, *Yugoslavia: A State That Withered Away*, West Lafayette, IN, 2009.

Repeated reference: Jović, *A State That Withered Away*, p. 25.

Chapter in book: 1st reference: Armin Heinen, 'Wahl-Maschine. Die Legion "Erzengel Michael"', die Wahlen 1931–1937 und die Integrationskrise des rumänischen Staates', in Armin Heinen and Oliver Jens Schmitt (eds), *Inszenierte Gegenmacht von rechts: Die 'Legion Erzengel Michael' in Rumänien 1918–1938*, Munich, 2013, pp. 130–154. Repeated reference: Heinen, 'Wahl-Maschine', p. 146.

Article in journal: 1st reference: Susan Reid, 'The Khrushchev Kitchen: Domesticating the Scientific-Technological Revolution', *Journal of Contemporary History*, 40, 2005, 2, pp. 289–316 (pp. 290–91, 311).

Repeated reference: Reid, 'The Khrushchev Kitchen', p. 297.

Archival reference: 1st reference: Gosudarstvennyi Arkhiv Rossiiskoi Federatsii (hereafter, *GARF*), f. 1318, op. 1, d. 1, l. 1.

Repeated reference: GARF, f. 1318, op. 1, d. 1, ll. 78–79.

If, in an article with a large number of footnotes, a reference is not repeated until some time after its first mention, it may occasionally help the reader if you refer back to the original note, for example:

Reid, ‘The Khrushchev Kitchen’ (see note 7 above), p. 297.

Non-English Titles

Titles of non-English periodicals should be italicized and transliterated. There is no need to give a translation of the title, for example, *Pravda*, *Nash sovremennik*, *Russkaia mysl’*.

Titles of literary and other works discussed should be given in the original, italicized and transliterated, and a translation of the title and the date of original publication should appear in parentheses, for example, ‘In Dostoevskii’s *Prestuplenie i nakazanie* (*Crime and Punishment*, 1866), we find that...’. Thereafter you may use either the original or translated title — but be consistent (and adopt the same style for all works thus cited: don’t discuss *Crime and Punishment* in one paragraph and then go on to talk of *Brat’ia Karamazovy*).

Capitalization

This is a thorny area, and one that tends to evolve. In general initial capitals should be used with restraint. Please refer to the following for guidance, and if in doubt use lower case.

General

Use capitals for the names of people, places, nationalities, days of the week, months (but not seasons), wars (use ‘the First/Second World War’ rather than ‘World War I/II’), treaties (the Treaty of Rome), institutions and organizations, unique events (the October Revolution), empires (the Habsburg/Russian/British Empire) and parts of books and so on when referred to specifically (Chapter 2, Part 4, Figure 8, Act 3). Do not capitalize adjectival forms (tsarist Russia, imperial Rome), but note that Communism and its derivatives are always capitalized: ‘post-Communist’ and so on. Points of the compass are not capitalized unless they are abbreviations (N., NE.) or denote specific geographical areas (the North [of England]) or political concepts (the West). Note that adjectival forms are capitalized only if they are part of an official name (‘Northern Ireland’ but ‘northern England’) or a political concept (‘Western Europe’ and, in certain cases, ‘South-Eastern Europe’ but ‘northern Russia’ and ‘south-western France’).

In titles of works

English titles and English works with non-English titles (for example, *Apologia pro Vita Sua*) capitalize all principal words. German titles capitalize all nouns. French titles capitalize the first word and proper nouns, but if the first word is ‘the’, then the first noun and any intervening adjective are also capitalized, for example, *Histoire de la peinture en Italie*, *Un début dans la vie*, but *Les Grands Cimetières sous la lune*. Other languages normally capitalize the first word and proper nouns and the first word of the names of institutions, for example, *Izvestiia Akademii nauk*.

Titles and ranks

Titles and ranks preceding names are capitalized (for example, Tsar Nicholas II, President El'tsin), and also if a specific individual is meant (for example, 'in 1914 the Tsar...', 'the Interior Minister and the Consul discussed...'). Otherwise use lower case (nineteenth-century tsars, early English kings, most Roman emperors).

Spelling

Use British, not American, spelling. However, we use '-ize' rather than '-ise' where variant spellings exist. Note, however, that the following words and their variants are always spelled -ise: advertise, advise, analyse, arise, chastise, comprise, compromise, demise, despise, devise, disguise, enterprise, excise, exercise, franchise, improvise, incise, merchandise, supervise, surmise, surprise, televise.

Quotations

Use *single* quotation marks, and double for quotations within quotations: The press attaché reported that 'Gorbachev simply replied "Enough!"'. Note that punctuation falls *outside* the quotation marks unless the quotation is a complete sentence or ends with a complete sentence (as in the example).

Always give sources (including page reference) of quotations.

When omitting words from quotations, you should indicate this by means of three full stops within brackets: [...]. Ellipses without brackets may imply that the full stops appear in the original. Please retain the original punctuation where possible, and try to make clear where sentences end (by placing full stops either before or after the brackets). If you omit the beginning of a sentence, capitalize the first word following the ellipsis. For example:

[Complete text of original] Fred was a prince among men in Asia. Even after the disaster in Bukhara, he still had many followers who worshipped him.

Example 1: 'Fred was a prince among men [...]. Even after the disaster [...], he still had many followers' (Note no need for ellipsis at end as punctuation makes clear the sentence is not complete.)

Example 2: 'Fred [...] had many followers who worshipped him.'

Example 3: 'Fred was a prince among men in Asia. [...] He still had many followers'.

Verse quotations should be given in the original language (and in Cyrillic for Russian if indented). Prose quotations should be given in English translation unless they are being used to make a linguistic or stylistic point. All quotations in a language other than English or French should be accompanied by a translation: it is usually preferable to provide a translation in the body of the text rather than in a footnote.

Quotations longer than four or five lines should be set indented rather than run on in the text. Indented quotations do not need quotation marks.

To cut down on the number of footnotes, if you are quoting repeatedly from one work or one author it is acceptable to give page references within the text after the first reference (which should appear in a footnote and give full bibliographical details: then cite a short title and make clear that further references will be given in the text).

Non-English Words

Italicize non-English words unless they are in common English usage (for example, elite, genre). The abbreviations *ibid.* and *et al.* (note full stop) are *not* italicized.

Words in Cyrillic, Greek, Arabic, Hebrew and so on should be italicized and transliterated (unless you are quoting a passage, in which case it is best not to transliterate).

Capitals in all languages retain their accents.

Names of institutions and organizations are not italicized, for example, Rathaus, Sejm, Duma, Telegrafnoe Agentstvo Sovetskogo Soiuza.

In linguistics articles, specimen words are italicized and followed by their translations in *single* quotations marks, for example, *izba* ‘hut’. See also ‘Transliteration’ below.

Place-Names and Personal Names

Use standard English forms for place-names if they exist in current usage (Munich, Belgrade, Moscow and so on).

For personal names, give full name on first mention, together with rank or title if appropriate. Use standard English forms, if such exist, of foreign names of historical monarchs, for example, Ivan the Terrible, Catherine the Great, Ferdinand and Isabella. Otherwise transliterate, but *do not* mix systems within the same name (for example, not Alexis Mikhailovich).

Names transliterated from Cyrillic *must* be in the house style transliteration, for example, El'tsin not Yeltsin, Lev Tolstoi not Leo Tolstoy, Trotskii not Trotsky, Chaikovskii not Tchaikovsky, Iosif (or I. V.) Stalin not Joseph Stalin.

Names ending in -s, -z or -x have possessives in –’s unless they are from Classical Antiquity, for example, Marx’s, Camus’s, but Achilles’ not Achilles’s.

Numerals

Spell out numerals from one to ninety-nine, and use figures for 100 and above (but keep ‘hundred’, ‘thousand’, ‘million’ and ‘billion’ as words if they appear as whole numbers, for example, ‘a thousand years ago’).

Use figures in percentages: 26 per cent.

Inclusive numerals give the last *two* digits, for example, 15–17, 123–25, 401–04.

Use commas in numerals containing more than three digits to distinguish them from years: 1,914.

Dates

Use the style 9 June 1999. Add (OS) if Old Style. Note also ‘55 BC’ but ‘AD 1453’.

Abbreviations

Use a full stop only if the last letter is not the last letter of the word, for example ‘Dr’, ‘St’, ‘vols’, *but* ‘Co.’, ‘p.’, ‘vol.’. Note also ‘no.’ *and* ‘nos.’ (both have stops).

Do not use stops in the names of institutions, countries, books, journals, academic degrees and so on. For example, USA, CIS, USSR, UN, BBC, *SEER*, *OED*, PhD.

Use ‘for example’ rather than e.g., ‘and so on’ rather than etc. and ‘that is’ rather than ‘i.e.’.

Punctuation

Line-ends should not be hyphenated.

Use a *single* blank space after full stops at the end of sentences (not double).

Do *not* insert extra blank lines between paragraphs or allow Word to automatically insert additional space between paragraphs: use a tab mark to indent the first line of the paragraph.

Use *two hyphens* surrounded by spaces to indicate em-dashes (—) -- thus.

In lists, do *not* insert a comma before the final ‘and’ (‘German, Italian, French and Spanish libraries’).

Place punctuation *outside* quotation marks (the ‘tiger economies’, for many years deemed...).

It is usually preferable to place endnote reference marks at the end of sentences rather than in the middle, but in any case endnote reference marks must appear *immediately after* punctuation marks (commas, parentheses, full stops and so on), except for dashes: ...as we see in ‘The Twelve’,^[footnote mark] Blok viewed the Revolution... *but* in *Notes from the House of the Dead*^[footnote mark] -- as in the later work -- Dostoevskii...

Full stops come *after* parentheses unless the entire sentence is in parentheses.

Transliteration

All Cyrillic must be transliterated, except in linguistics articles, or in quoted passages of prose or poetry where a particular point of style is being made. All quotations must be accompanied by an English translation in inverted commas and in parenthesis within the commentary, or as indented text beneath a passage of indented quotation (see also, **Quotations**).

When transliterating Cyrillic, *SEER* uses the modified Library of Congress system of transliteration without diacritics for general use (see Table A below).

For linguistics articles, use the system in Table B.

When transliterating measures from Russian, use the nominative form rather than the genitive, regardless of what Russian usage dictates. For example, десять десятин = ten *desiatiny*; десять вёрст = ten *versty*.

Visual material

Visual material for publication — works of art, photographs, maps, charts — must be submitted as high resolution jpegs, at no less than 300 dpi. Colour images will be reproduced in the online version of *SEER*, but only in black and white in hard copy.

Permission must be sought before *SEER* can reproduce any material that may still be under copyright. *SEER* cannot assist with the costs relating to the acquisition of visual material, for example, archival or gallery fees. It is important to check that online sources are indeed rights free. Even material on ‘free content’ sites such as Wikimedia Commons may come with some restrictions, and it may be necessary to source the material from a private or public collection, or seek permission from an individual owner.

Visual material reproduced in *SEER* must be accompanied by a caption (description) and a credit or copyright line, e.g.:

Iconostasis of Kizhi monastery <<http://commons.wikimedia.org/wiki/File:Moses-icon.jpg>> [accessed 30 July 2012].

From the Collection of the State Tretyakov Gallery, St Petersburg. © State Tretyakov Gallery, 2013.

Beg na Imperatorskii priz, rysistykh loshadei, na reke Neve v S.-Peterburge, engraving by A. N. Avnatamov (1816–?[1893]) from a painting by Joseph Charlemagne (1859), colour lithograph printed by A. Petersen. Courtesy of the Russian State Library, Moscow.

Petr Vois and Liza Savolainen, ‘Miasorubka’, 2015. Exhibited in ‘My pobedili’ at Galereia S.ART, Moscow, 7 May–7 September, 2015. All rights reserved.

Dmitrii Medvedev (left) and Vladimir Putin (right), Moscow, Russia – May 09, 2014: Celebration of the 69th anniversary of the Victory Day (WWII) on Red Square. © ID1974 / Shutterstock.com.

Archives or galleries often stipulate what the credit or copyright line should be.

TABLE A
Modified Library of Congress Transliteration

Cyrillic	Transliteration	Cyrillic	Transliteration
А а	A a	О о	O o
Б б	B b	П п	P p
В в	V v	Р р	R r
Г г	G g	С с	S s
In Ukrainian and Belarusian	H h	Т т	T t
Г г	G g	Ѡ ѡ	Ć ć
Ґ ґ	Ǧ ǧ	У у	U u
Д д	D d	Ў ў	Ŭ ŭ
Ђ ђ	Đ đ	Ф ф	F f
Е е	E e	Х х	Kh kh
Є є	Ie ie	In Serbo-Croat and Macedonian	H h
Ё ё	E e	Ц ц	Ts ts
In Belarusian	Io io	In Serbo-Croat and Macedonian	C c
Ж ж	Zh zh	Ч ч	Ch ch
In Serbo-Croat	Ž ž	In Serbo-Croat and Macedonian	Č č
Ж ж	J j	Ш ш	Sh sh
З з	Z z	In Serbo-Croat and Macedonian	Š š
С с	Dz dz	Щ щ	Shch shch
И и	I i	In Bulgarian	Sht sht
In Ukrainian	Y y	Ъ ъ	'' ''*
І і	Ī ī	In Bulgarian	Ǻ ǻ*
In Ukrainian and Belarusian	I i	Ы ы	Y y
Ї ї	Ī ī	Ь ь	' '
Й й	I i	Ѣ ѣ	Ie ie
Ј ј	J j	Э э	E e
К к	K k	Ю ю	Iu iu
Ќ ќ	Ǧ ǧ	Я я	Ia ia
Л л	L l	Ѧ ѧ	Ŭ ŭ
Љ љ	Lj lj	Ѩ ѩ	Iŭ iŭ
М м	M m	Ө ө	F f
Н н	n n	Ѳ ѳ	Y y
Њ њ	Nj nj		

* Transliterated in middle of word.
Disregarded when final.

TABLE B

Cyrillic	Russian	Belarusian	Ukrainian	Serbo-Croat	Macedonian	Bulgarian
а	a	a	a	a	a	a
б	b	b	b	b	b	b
в	v	v	v	v	v	v
г	g	h	h	g	g	g
д	d	d	d	d	d	d
ђ				dj		
ф					ǵ	
е	e	e	e	e	e	e
ѐ	ě	ě				
є			je			
ж	ž	ž	ž	ž	ž	ž
з	z	z	z	z	z	z
ѕ					dz	
и	i		y	i	i	i
і		i	i			
ї			ji			
ј				j	j	
й	j	j	j			j
к	k	k	k	k	k	k
л	l	l	l	l	l	l
љ				lj	lj	
м	m	m	m	m	m	m
н	n	n	n	n	n	n
њ				nj	nj	
о	o	o	o	o	o	o
п	p	p	p	p	p	p
р	r	r	r	r	r	r
с	s	s	s	s	s	s
т	t	t	t	t	t	t
ћ				ć		
ќ					ќ	
у	u	u	u	u	u	u
ў		ũ				
ф	f	f	f	f	f	f
х	ch	ch	ch	h	h	h
ц	c	c	c	c	c	c
ч	č	č	č	č	č	č
џ				dž	dž	
ш	š	š	š	š	š	š
щ	šč		šč			št
ъ						ǎ
ы	y	y				
ь						
э	é (è)	é (è)				
ю	ju	ju	ju			ju
я	ja	ja	ja			ja
г			g			
ѓ	ǵ					ǵ
ж						ǎ
ѐ	f					
ѡ	y					